

<b>Risk Register for</b>	<b>Bike Riding</b>
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**School:**

**Supervising teachers/staff:**

**Program/Excursion:**

**Year Level:**

**Dates:**

**Location(s):**

A qualitative measure of **consequence** or impact has been utilized as follows.

DESCRIPTOR	DETAILS
minor	No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure
moderate	First aid treatment on site Some damage Some disruption to public Some financial loss
major	Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss
Catastrophic	Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss

A qualitative measure of the **likelihood** of the occurrence happening is:-

DESCRIPTOR	DETAILS
Rare	The event will only occur in highly exceptional circumstances.
Unlikely	The event could occur at some time
Likely	The event may occur in some circumstances
Almost certain	The event is expected to occur in most circumstances

**NOTE**

The Matrix in the last page of this assessment places assessed risks for this activity in the appropriate assessed risk profile area

**CYC Limited**  
**Bike Riding – Risk Management Plan**

Risk Description	Existing Control Measures	Risk Rating		
		Consequence	Likelihood	Control Effectiveness
<b>Slip – Trip – Fall</b> 1. Fall from bike whilst practicing	<ul style="list-style-type: none"> <li>Questions are asked with regard to individuals riding ability and experience</li> <li>Participant ability is assessed in a controlled environment before commencing the ride</li> <li>Adequate training prior to ride</li> <li>Non-riders are to be supported by staff while practicing</li> <li>Only those participants who can demonstrate competent riding skills will be allowed to take part in the main ride</li> </ul>	Moderate	Unlikely	Satisfactory
2. Fall from bike whilst on bike ride	<ul style="list-style-type: none"> <li>Questions are asked with regard to individuals riding ability and experience</li> <li>Participant ability is assessed in a controlled environment before commencing the ride</li> <li>Helmet fitted correctly and worn at all times</li> <li>Speed of group is controlled by the instructor, it should be appropriate to the group ability</li> <li>Ground conditions and terrain hazards are continually assessed by the instructor</li> </ul>	Moderate	Likely	Satisfactory
<b>Striking</b> 1. Collision between riders	<ul style="list-style-type: none"> <li>Participants are instructed to maintain adequate stopping distance from the rider in front</li> <li>Participants are asked to ride sensibly at all times</li> </ul>	Moderate	Unlikely	Satisfactory
2. Students being hit by other road users	<ul style="list-style-type: none"> <li>Route planned to reduce the use on public roads</li> <li>All road rules are followed when on roads</li> <li>High visibility vest worn by leaders</li> <li>High visibility bib worn by participants</li> <li>Communication between the front and rear of the group is maintained at all times</li> <li>When crossing major roads, all participants dismount and walk across when instructed</li> </ul>	Major	Rare	Satisfactory
<b>Equipment Failure</b>	<ul style="list-style-type: none"> <li>Bikes are regularly serviced by trained PIAR staff</li> <li>Faulty bikes are clearly labeled and removed from service</li> <li>Bikes requiring extensive / difficult repairs are taken to a bike shop</li> <li>Participants are briefed on the correct use of gears and brakes</li> <li>Participants are asked to ride sensibly to prevent damage to bikes</li> </ul>	Minor	Unlikely	Satisfactory
<b>Environmental Hazards</b> Injury caused by contact with; 1. Dangerous organisms such as; Wildlife, snakes, wasps, bees etc.	<ul style="list-style-type: none"> <li>Instructor rides at the front of the group</li> <li>Suitable medication and first aid is readily accessible</li> <li>Communication is available</li> <li>Possible allergic reactions are identified from participant medical forms</li> </ul>	Moderate	Rare	Satisfactory
2. Natural features such as; Rocks, dead branches, vegetation etc	<ul style="list-style-type: none"> <li>Participants are pre warned about overhanging branches or vegetation</li> <li>Instructor rides at the front of the group and notifies group members of any approaching hazards</li> <li>Participants are asked to ride sensibly to avoid damage to themselves, the bikes or the environment</li> </ul>	Minor	Likely	Satisfactory
<b>Environmental Exposure</b> 1. Adverse weather (sun & heat) causing; <ul style="list-style-type: none"> <li>Sun burn, heat exhaustion, dehydration etc.</li> </ul>	<ul style="list-style-type: none"> <li>Sunsmart strategies are encouraged "Slip, Slop, Slap"</li> <li>Encourage participants to drink water and use water bottles</li> <li>Water bottle holders are provided on all bikes</li> <li>Water bottles should be filled before departure and en-route (if applicable)</li> </ul>	Minor	Unlikely	Satisfactory
2. Adverse weather (rain, cold & severe winds) causing; <ul style="list-style-type: none"> <li>Colds, hypothermia etc</li> </ul>	<ul style="list-style-type: none"> <li>Participants to wear suitable protective clothing</li> <li>Activity to be modified / cancelled at the discretion of the instructor</li> <li>Alternative activities are arranged in conjunction with the program co-ordinator</li> <li>Relevant internet sites should be checked for current &amp; future forecasts / weather patterns</li> </ul>	Minor	Unlikely	Satisfactory

Risk Description	Existing Control Measures	Risk Rating		
3. Adverse weather (lightning) causing; <ul style="list-style-type: none"> <li>Electrocution</li> </ul>	<ul style="list-style-type: none"> <li>Activity must be abandoned at the first sign of an approaching lightning storm</li> <li>Relevant internet sites should be checked for current &amp; future forecasts / weather patterns</li> <li>Alternative activities are arranged in conjunction with program co-ordinator</li> </ul>	Catastrophic	Rare	Satisfactory
4. Participant lost / separated from group	<ul style="list-style-type: none"> <li>Appropriate leader to participant ratios must be followed</li> <li>Group is managed effectively by the instructors</li> <li>If riders become separated from the group, the front riders will stop and wait for the others to catch up</li> <li>A minimum of two leaders / instructors are required for every bike session.</li> <li>One staff member is assigned as the leader and one as the whip. Students are instructed to stay between the leader and the whip at all times and to not ride off the track</li> </ul>	Moderate	Rare	Satisfactory
<b>People – Inappropriate participant behaviour</b> <ul style="list-style-type: none"> <li>Inability or decision not to follow directions or co-operate</li> </ul>	<ul style="list-style-type: none"> <li>Participants are informed that it is NOT a race. Anyone who rides in a dangerous manner will be dealt with accordingly</li> <li>Set clear behaviour expectations at the start of the session</li> <li>Encourage a supportive environment</li> <li>Vigilant supervision</li> <li>Outline possible outcomes of inappropriate behaviour</li> <li>Remove individual from the activity or cancel the entire session</li> </ul>	Minor	Likely	Satisfactory
<b>People – Participant ability</b> Unable to safely complete activity due to: <ul style="list-style-type: none"> <li>Poor riding skills</li> <li>Fear / Anxiety</li> <li>Complacency / Overconfidence</li> <li>Physical ability</li> </ul>	<ul style="list-style-type: none"> <li>Questions are asked with regard to individuals riding ability and experience</li> <li>Participant ability is assessed in a controlled environment before commencing the ride</li> <li>Only those participants who can demonstrate competent riding skills will be allowed to take part. Non riders will be required to join an alternative activity group</li> <li>Braking and gear changing is practiced before departing</li> <li>Each participant must have a correctly sized bicycle</li> <li>Encourage a supportive team environment</li> <li>Consider participant age, ability, maturity and experience when briefing the activity</li> <li>Consider participant ability when selecting a suitable cycle route</li> <li>Bike Riding should only be completed by participants that are of appropriate age and ability (Year 7 and above)</li> <li>Modify activity to suit ability</li> </ul>	Minor	Likely	Satisfactory
<b>People – Camp Instructor</b> Unsafe practices including: <ul style="list-style-type: none"> <li>Poor training by camp instructors when user group leaders are supervising activity</li> </ul>	<ul style="list-style-type: none"> <li>Camp staff are required to explain how to conduct a bike session, including use of equipment and an explanation of the safety procedures to the qualified group leaders prior to the first use</li> <li>A map of suitable cycle routes should be provided to group leaders</li> </ul>	Minor	Unlikely	Satisfactory
<b>People – Group Leader</b> <ul style="list-style-type: none"> <li>Poor supervision by trained group leaders or PIAR instructors</li> </ul>	<ul style="list-style-type: none"> <li>The activity leader should complete an activity briefing at the beginning of each session; this should include a description of the activity, outlining of the safety procedures and expectations (refer to Bike Safety manual for details)</li> <li>Only trained PIAR staff members or competent group leaders who have been briefed by PIAR staff (and have previous riding instructing experience) are allowed to supervise Bike Riding</li> <li>Group leaders must follow all correct procedures and safety guidelines</li> <li>Group leaders are only to undertake work that is in line with their level of training</li> <li>Appropriate leader to participant ratios must be followed</li> <li>A minimum of two leaders / instructors are required for every bike session. One leader must ride at the front of the group to control the pace, the other leader will ride at the back of the group.</li> <li>The group leader should select a suitable cycle route taking into consideration the time available and ability of the group members</li> <li>A First Aid Kit must be carried at all times</li> <li>Suitable communication must be available in the event of an emergency</li> </ul>	Minor	Unlikely	Satisfactory

## Risk Profile - Bike Riding

LIKELIHOOD	HIGH							
	MEDIUM	<ul style="list-style-type: none"><li>• People – Inappropriate behaviour</li><li>• People – participant ability</li></ul>		<ul style="list-style-type: none"><li>• Slip Trip Fall 2</li></ul>				
	LOW	<ul style="list-style-type: none"><li>• Enviro hazard 2</li></ul>						
		<ul style="list-style-type: none"><li>• Equipment Failure</li><li>• Exposure 1 &amp; 2</li><li>• People – camp instructor</li><li>• People – group leader</li></ul>		<ul style="list-style-type: none"><li>• Slip Trip Fall 1</li><li>• Striking 1</li></ul>	<ul style="list-style-type: none"><li>• Enviro hazard 1</li><li>• Exposure 4</li></ul>		<ul style="list-style-type: none"><li>• Striking 2</li><li>• Exposure 3</li></ul>	
		MINOR		MINOR	MODERATE		MODERATE	<div>MAJOR Unlikely – Likely &amp; Certain sections only</div>
	LOW		MEDIUM			HIGH		
	CONSEQUENCE							

## LEGENDS

LOW	LIKELY	ALMOST CERTAIN
	UNLIKELY	RARE
LOW		

This section of the matrix suggests how each 4 square section is rated in reference to the 'likelihood' risk rating

### NOTE

The purpose of the risk profile is to:

- provide a snapshot of all risk assessments
- indicate treatment priorities
- confirm the relative severity of identified risks

Using a title which best represents each risk, plot all assessed risks onto the profile. Plot each risk according to the likelihood and consequence taking into account the rating of the effectiveness of the controls.

This template should be used in conjunction with the Risk Register template.

	<b>Treat risk</b>
	<b>Monitor risk</b>

This legend suggests action re treatment required for each risk.